

F1.003

67/14  
C

F1.003

# WAR RELOCATION AUTHORITY FILE

Cross Reference

\_\_\_\_\_ S.F.

Bulletins

1-28

*W. H. H. H. H.*

IMPORTANT

No papers should be added to or removed from this file except by employees of the Mail & Files.

104.4 Bulletins



~~E. R. Smith~~

~~EA~~

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY  
OFFICE OF THE COMMANDING GENERAL  
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

EVACUATION BULLETIN NO. 1

INSTRUCTIONS GOVERNING TRANSFER OF EVACUEES FROM  
ASSEMBLY CENTERS TO RELOCATION PROJECTS

MAY 25, 1942

WARTIME CIVIL CONTROL ADMINISTRATION  
1231 MARKET STREET  
SAN FRANCISCO, CALIFORNIA

- I. The purpose of this communication is to provide an operating procedure under which evacuees at assembly centers will be transferred to relocation projects.
- II. To efficiently carry out this operation, close coordination between WRA and WCCA is necessary.
- III. Evacuees shall be transferred at the rate of approximately ~~1000~~ <sup>500 per day</sup> every two days. To some extent, transportation difficulties might be the regulating factor as to the exact number transferred; however, adherence to the above number in round figures is desired if possible.
- IV. A representative of the WRA is to notify the WCCA in writing, at least ten days in advance of the date that the relocation project is ready to receive evacuees and in the case of the advance detachment for that relocation project, advance notice of fifteen days is required.
- V. A. The advance detachment for a relocation project will be selected by the U S. Employment Service, subject to the approval of the manager or managers of the assembly center or centers involved.
- B. During the process of selecting personnel to form advance detachments, the following will be observed:

1. The families of those persons composing the advance detachment will accompany it.
2. All personal property and effects of the evacuees in use by evacuees at the center will accompany the movement
3. Doctors, nurses and dentists required for relocation projects will be selected by the U S. Public Health Service from the assembly centers having such personnel available
4. Insofar as practicable and whenever possible, select two or more people in a family as members of the advance detachment This will reduce the total number of people composing it.
5. Personnel of the advance detachment will consist of the following, insofar as practicable:

Dietitians	1	Store Managers	1
Pharmacists	1	Retail Clerks	2
Laboratory Technicians	1	Recreation leaders	4
X-Ray Technicians	1	Social workers	1
Hospital Attendants	10	Carpenters	2
Hospital Maids	15	Electricians	1
Hospital Sec'y	1	Plumbers	1
Hospital Clerks	2	Steno-Typists	10
Cooks	10	Clerks	5
Cooks' Helpers	10	Guides (preferably high school or college men)	10
Dishwashers	10	Truck Drivers	10
Waiters	20	Laborers	20
Butchers	1		
Bakers	2		
		Total	152

VI. Advance detachments will be selected from assembly centers designated by the WCCA.

VII. The advance detachment will arrive at the relocation project designated six days in advance of the first group of the main contingent

VIII. A. The household and personal effects of evacuees now in storage at the assembly center (if any) and public warehouses will be shipped to the evacuee by the WRA within a reasonable time after arrival of the evacuee at the relocation project

B. All costs pertaining to such shipments will be for the account of the WRA.

C. Private automobiles of evacuees will not be included.

IX. Except under circumstances over which there can be no control, members of a family will not be separated.

X. Insofar as practicable, those evacuees associated socially or forming a business community or colony within a definite locality prior to the evacuation to an assembly center will be kept together and transferred to the same relocation project.

XI. Insofar as practicable and consistent with the provisions of paragraph X, the transfer of the main contingent of the evacuees from the assembly centers will be made by blocks. This will facilitate the control and enable those responsible to have the evacuated area properly policed and closed off from further occupancy and the property cleaned, inspected, checked and stored.

XII. Each assembly center involved in an evacuation will furnish the following records:

- A. A roster in duplicate, showing the names of all persons to be evacuated. This roster should be broken down showing family groups and individual members of families by name and also other individuals and it should also include the U.S.E.S. number.
- B. Final statements for all evacuees showing all obligations discharged.
- C. All other records pertaining to the evacuees not above mentioned. The above papers will be turned over to the train commander for delivery to the project manager at destination.
- D. If it is not possible to furnish final statements at time of transfer they will be completed as soon as possible after departure and mailed to the project manager at destination.

XIII. A detailed record of all persons released will be maintained by the operations branch of the WCCA.

XIV. Personal effects of evacuees will be prepared as follows:

- A. All personal effects will be securely bundled.
- B. A shipping tag will be attached to each bundle
- C. Each shipping tag will show the following:
  - 1. Name of the individual or family head.
  - 2. The U.S.E.S. number.
  - 3. Total number of bundles per individual or family head.

- XV. Transportation and military personnel to handle the movement will be provided by the Army through the Evacuation Operations Division, WCCA.
- XVI. On rail movements one car on each train will be reserved for invalids, aged and feeble, and mothers with infants.
- XVII. Medical personnel, including necessary nurses, for a movement from an assembly center to a relocation project will be provided by the U. S. Public Health Service.
- XVIII. Necessary messing facilities for train and truck movements will be arranged for by Evacuation Operations Division, WCCA.
- XIX. As each assembly center is evacuated, the center manager involved will, with the approval of the WCCA, retain at the center a rear detail of approximately 250 evacuees for the purpose of storing property, policing, and general cleanup necessary to secure a clearance for closing the center. This detail will be composed of men only and will be subsequently transferred at earliest practicable date.
- XX. Plans for the disposal of Army equipment at assembly centers and settlement of property accounts of center managers are being

prepared.

XXI. Plans for the utilization of buildings and utilities erected at assembly centers, after the removal of the evacuees to relocation projects, will be determined.

File  
Directory

~~E. R. Fryer~~  
Locator  
~~104.4~~  
104.4

WAR RELOCATION AUTHORITY

San Francisco, Calif. Office  
Whitcomb Hotel Building

May 28, 1942

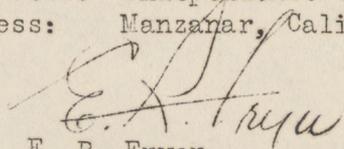
BULLETIN NO. 1-- Supplement 1

TO: Project Directors and Regional Staff  
FROM: E. R. Fryer, Regional Director  
SUBJECT: Project Addresses

Until further notice the following addresses are in effect  
for Manzanar War Relocation Project:

Roy Nash, Project Director

Postal Address: Manzanar, California  
Telegraph Address: Manzanar, California  
Telephone Address: Independence 671  
Freight Address: Manzanar, California

  
E. R. Fryer  
Regional Director

109.4

~~ER~~

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY  
OFFICE OF THE COMMANDING GENERAL  
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

EVACUATION BULLETIN NO. 1

INSTRUCTIONS GOVERNING TRANSFER OF EVACUEES FROM  
ASSEMBLY CENTERS TO RELOCATION PROJECTS

SUPPLEMENT NO. 1.

May 27, 1942.

- XXII. A. Each assembly center manager will have prepared a change of address card for each evacuee who is to be transferred from an assembly center to a relocation project.
- B. It is recommended that the assembly center manager secure from the postal authorities in his locality a sufficient number of change of address cards, so that evacuees can prepare these cards as soon as they definitely know the relocation area to which they are to be transferred. After preparation, the center manager will collect the cards and turn them over to the postal authorities.

Follow-up  
7/1/42 ✓

104.4

Sacaton, Arizona  
June 10, 1942

MEMORANDUM FOR E. R. Fryer, Regional Director

Subject: Bulletin No. 1

Receipt is acknowledged of your memorandum of June 6, 1942 with regard to W.C.C.A. "Evacuation Bulletin No. 1."

We will keep your office informed of the development of facilities at Gila so you will be in a position to notify the military at least ten days in advance of the date that project is ready to receive the advance staff of evacuees as well as subsequent groups of evacuees.

*Lewis J. Korn*

E. R. Smith  
Project Director ✓

LJKorn:ML

FILE COPY

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

104.4

June 12, 1942

Bulletin No. 1 - Supplement 2

MEMORANDUM TO: Project Directors and Regional Staff

SUBJECT: Project Directory

Until further notice the following addresses are in effect for the project shown:

COLORADO RIVER WAR RELOCATION PROJECT:

Wade Head, Project Director

Postal Address: Poston, Arizona  
Telegraph Address: Western Union, Parker, Arizona  
Telephone Address: Parker, Arizona (461) to Poston, Ariz.  
Freight Address: Parker, Arizona  
Teletype Call: W7280

GILA RIVER WAR RELOCATION PROJECT:

Eastburn R. Smith, Project Director

Postal Address: Care of Pima Indian Agency  
Sacaton, Arizona  
Telegraph Address: Care of Pima Indian Agency  
Sacaton, Arizona  
Telephone Address: Care of Pima Indian Agency  
Sacaton, Arizona  
Freight Address: Casa Grande, Arizona

MINIDOKA WAR RELOCATION PROJECT:

Harry L. Stafford, Project Director

Postal Address: Eden, Idaho  
Telegraph Address: Eden, Idaho  
Telephone Address: Eden, Idaho  
Freight Address: Eden, Idaho

TULE LAKE WAR RELOCATION PROJECT:

Elmer L. Shirrell, Acting Project Director

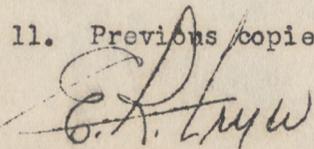
Postal Address: P. O. Box 813, Tule Lake, Calif.  
Telegraph Address: Tule Lake via Postal Telegraph PRA  
Telephone Address: Tule Lake, Calif.  
Freight Address: Staley, California

MANZANAR WAR RELOCATION PROJECT:

Roy Nash, Project Director

Postal Address: Manzanar, Calif.  
Telegraph Address: Manzanar, Calif.  
Telephone Address: Independence 671  
Freight Address: Manzanar, Calif.

This will supersede our memorandum of May 11. Previous copies should be destroyed.



E. R. Fryer  
Regional Director

*Carter*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

August 4, 1942

BULLETIN NO. 1  
Supplement 3

TO: Project Directors and Regional Staff  
SUBJECT: Project Directory

Until further notice the following addresses are in effect for the projects shown:

COLORADO RIVER WAR RELOCATION PROJECT:

Wade Head, Project Director  
Postal Address: Poston, Arizona  
Telegraph Address: Western Union, Parker, Ariz.  
Telephone Address: Parker, Ariz. (461) to Poston, Ariz.  
Freight Address: Parker, Arizona  
Teletype Call: #7280

GILA RIVER WAR RELOCATION PROJECT:

Eastburn R. Smith, Project Director  
Postal Address: Rivers, Pinal County, Ariz.  
Telegraph Address: Care of Pima Indian Agency, Sacaton, Ariz.  
Telephone Address: Care of Pima Indian Agency, Sacaton, Ariz.  
Freight Address: Casa Grande, Ariz.

MINIDOKA WAR RELOCATION PROJECT:

Harry L. Stafford, Project Director  
Postal Address: Eden, Idaho  
Telegraph Address: Eden, Idaho  
Telephone Address: Eden, Idaho  
Freight Address: Eden, Idaho

TULE LAKE WAR RELOCATION PROJECT:

Elmer L. Shirrell, Project Director  
Postal Address: Newell, Calif.  
Telegraph Address: Tule Lake via Postal Telegraph PRA  
Telephone Address: Tule Lake, Calif.  
Freight Address: Staley, Calif.

MANZANAR WAR RELOCATION PROJECT:

Roy Nash, Project Director  
Postal Address: Manzanar, Calif.  
Telegraph Address: Manzanar, Calif.  
Telephone Address: Independence 671  
Freight Address: Manzanar, Calif.

CENTRAL UTAH RELOCATION PROJECT:

Warren W. Smith, Acting Project Director  
Postal Address: Delta, Utah  
Telegraph Address: Delta, Utah  
Telephone Address: Delta 831  
Freight Address: Delta, Utah

RECEIVED  
MANZANAR WAR RELOCATION PROJECT

AUG 8 1942

REFERRED FOR ACTION TO

This will supersede our memorandum of June 12.

*E. R. Fryer*  
E. R. Fryer  
Regional Director

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

September 8, 1942

BULLETIN NO 1  
Supplement 4

TO: Project Directors and Regional Staff

SUBJECT: Project Directory

Until further notice the following addresses are in effect for the project shown:

COLORADO RIVER WAR RELOCATION PROJECT:

Wade Head, Project Director  
Postal Address: Poston, Arizona  
Telephone Address: Parker, Arizona (261) to Poston, Ariz.  
Freight Address: Parker, Arizona  
Teletype Call: Parker 7280

GILA RIVER WAR RELOCATION PROJECT:

Eastburn R. Smith, Project Director  
Postal Address: Rivers, Arizona  
Telegraph Address: Western Union, Rivers, Arizona  
Telephone Address: Casa Grande 363  
Freight Address: Casa Grande, Arizona

MINIDOKA WAR RELOCATION PROJECT:

Harry L. Stafford, Project Director  
Telegraph Address: Eden, Idaho  
Postal Address: Hunt, Idaho  
Telephone Address: Jerome 017 (PBX at Project)  
Freight Address: Eden, Idaho

TULE LAKE WAR RELOCATION PROJECT:

Elmer L. Shirrell, Project Director  
Postal Address: Newell, California  
Telegraph Address: Tule Lake via Postal Telegraph PRA  
Telephone Address: Tule Lake, California  
Freight Address: Staley, California

MANZANAR WAR RELOCATION PROJECT:

Roy Nash, Project Director  
Postal Address: Mansanar, California  
Telegraph Address: Manzanar, California  
Telephone Address: Independence 671  
Freight Address: Manzanar, California

F1.003

address  
111

Central Utah W. R. Project

Tropic, Utah

*R.A. Petric*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 1  
Supplement 5

November 17, 1942

TO: Project Directors and Regional Staff

SUBJECT: Project Directory

Until further notice the following addresses are in effect for the projects shown:

COLORADO RIVER WAR RELOCATION PROJECT:

Wade Head, Project Director  
Postal Address: Poston, Arizona  
Telephone Address: Parker, Ariz. (461) to Poston, Ariz.  
Freight Address: Parker, Arizona  
Teletype Call: Parker 7280  
Passenger Address: Parker, Arizona via Santa Fe.

GILA RIVER WAR RELOCATION PROJECT:

Robert B. Cozzens, Acting Project Director  
Postal Address: Rivers, Arizona  
Telegraph Address: Western Union, Rivers, Arizona  
Telephone Address: Casa Grande 190  
Freight Address: Casa Grande, Ariz.  
Passenger Address: Coolidge, Arizona via SP

MINIDOKA WAR RELOCATION PROJECT:

Harry L. Stafford, Project Director  
Postal Address: Hunt, Idaho  
Telegraph Address: Eden, Idaho  
Telephone Address: Jerome 017 (PBX at Project)  
Freight Address: Eden, Idaho  
Passenger Address: Twin Falls via SP - Bus to Eden

TULE LAKE WAR RELOCATION PROJECT:

Elmer L. Shirrell, Project Director  
Postal Address: Newell, Calif.  
Telegraph Address: Tule Lake via Postal Telegraph PRA  
Telephone Address: Tule Lake, Calif.  
Freight Address: Staley, Calif.  
Passenger Address: Klamath Falls via SP - Bus to Tule Lake

MANZANAR WAR RELOCATION PROJECT:

Solon T. Kimball, Acting Project Director  
Postal Address: Manzanar, Calif.  
Telegraph Address: Manzanar, Calif.  
Telephone Address: Independence 671  
Freight Address: Manzanar, Calif.  
Passenger Address: Mojave via SP or Santa Fe & Bus  
to Manzanar

CENTRAL UTAH RELOCATION PROJECT:

Charles F. Ernst, Project Director  
Postal Address: Topaz, Utah  
Telegraph Address: Delta, Utah  
Telephone Address: Delta 1031  
Freight Address: Delta, Utah  
Passenger Address: Delta, Utah via UP

HEART MOUNTAIN WAR RELOCATION PROJECT

C. E. Rachford, Project Director  
Postal Address: Administration Building  
Heart Mountain, Wyoming  
Telegraph Address: Heart Mountain, Wyoming  
Telephone Address: Cody 725  
Freight Address: LCL shipments Cody, Wyoming  
Carload shipments, Vocation, Wyoming  
Passenger Railhead: Deaver, Wyoming (connecting bus  
from Deaver to Heart Mountain)

GRANADA WAR RELOCATION PROJECT:

J. G. Lindley, Project Director  
Postal Address: Amache Branch, Lamar, Colorado  
Telegraph Address: Lamar, Colorado  
Telephone Address: Lamar 331  
Freight Address: LCL and carload shipments  
Granada, Colorado  
Passenger Railhead: Lamar, Colorado

JEROME WAR RELOCATION PROJECT:

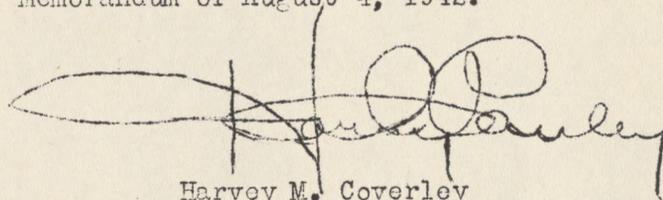
Paul A. Taylor, Project Director  
Postal Address: Jerome, Arkansas  
Telephone Address: "WRA" Jerome, Arkansas  
Telegraph Address: Jerome, Arkansas  
Freight Railhead: Jerome, Arkansas  
Passenger Railhead: Jerome, Arkansas

ROHWER WAR RELOCATION PROJECT:

Ray D. Johnston, Project Director

Postal Address: 422 N. Hwy. St., Old Paul Whse.\*\*\*  
McGehee, Ark.  
Telephone Address: McGehee 314\*\*\*  
Telegraph Address: McGehee, Arkansas\*\*\*  
Freight Railhead: McGehee, Arkansas\*\*\*  
Passenger Address: McGehee, Arkansas\*\*\*

This will supersede our memorandum of August 4, 1942.



Harvey M. Coverley  
Acting Regional Director

\*\*\*Temporary headquarters of the Rohwer Relocation Center is at  
McGehee, Arkansas. When the Project has been completed the indicated  
address will be Rohwer, Arkansas.

GR  
J.F.  
ada

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

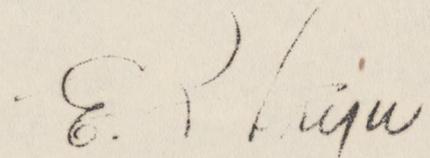
May 21, 1942

BULLETIN NO. 2

To: Regional and Project Personnel  
From: E. R. Fryer, Regional Director  
Subject: Salary Checks

Regional Office employees appointed on an indefinite (war duration) basis may ordinarily expect to receive their salary checks on the 15th and the last day of each month. Regional Office employees appointed on a temporary basis may expect their salary checks on or about the 8th and 23rd of each month.

Salary checks for Project employees will ordinarily be received in the Regional Office on the dates first mentioned above, and will be mailed to the projects the same day received.



E. R. Fryer  
Regional Director

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 3

June 3, 1942

To: Regional Office Personnel

Subject: Stenographic and Mail Room Assistance for  
Saturday Afternoons, Sundays, and Holidays.

Since the urgency of War Relocation Authority work necessitates extraordinary working hours, it is considered necessary that stenographic and mail room services be available on Saturday afternoons, Sundays and Holidays. The following arrangements have, therefore, been made:

Stenographic Pool

At least one stenographer will be on duty during the following hours:

Saturday afternoons until 6 P.M.

Sundays - 10 A.M. to 4 P.M.

In case any member of the Regional staff expects to draw upon the Pool for a considerable volume of stenographic or typing work during the hours mentioned, the Head of the Pool should be notified, if possible, before 10 A.M. on Saturday, so that arrangements for handling the extra work may be made with a minimum of inconvenience to Pool personnel.

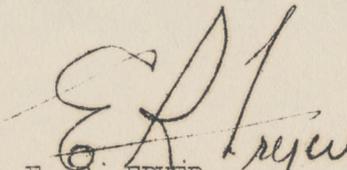
Mail Room

A file clerk or messenger will be on duty during the following hours:

Saturday afternoons until 6 P.M.

Sundays - 10 A.M. to 4 P.M.

If Holidays are to be observed by the staff generally, the special services mentioned will be available from 10 A.M. to 4 P.M. If Holidays are not to be observed, the regular hours of duty will be in effect.

  
E. R. FRYER  
Regional Director

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

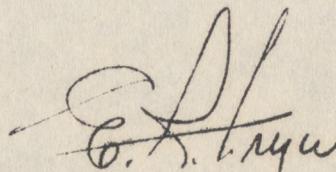
BULLETIN NO. 4

June 8, 1942

To: Regional Office Personnel  
Subject: Address File

A card file containing home addresses and telephone numbers of employees of the regional office is now available at the receptionist's desk, for use in communicating with employees outside regular hours of duty. A duplicate file is available in the Mail and Files Section.

Changes of address or telephone number should be reported immediately to the Mail and Files Section so that the file can be kept current.



E. R. FRYER  
Regional Director

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

June 11, 1942

Bulletin No. 5

MEMORANDUM TO: Regional Staff

SUBJECT: Security

Employees of the War Relocation Authority are expected to observe all protective rules and regulations relating to:

Air Raid Alerts

On an alert, War Relocation Authority personnel will remain in their offices and continue their duties.

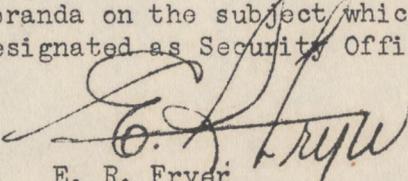
At the beginning of an actual raid, personnel are directed to leave their offices and remain in the corridor of the third floor away from glass or mirrors.

Blackouts

In event of a blackout signal, the lights in the Whitcomb Hotel Building will be extinguished by a master switch; elevator service will be continued by auxiliary power. The only lighting available will be of an emergency nature through the use of flash lights. All offices will be supplied with at least one blackout flash light.

As an additional phase of security, we should consider the necessity for treating confidential restricted information with some care. Communications of importance, which are confidential or restricted, should be placed in locked drawers or locked files at night. Office doors should be closed and locked; desks and file cases should also be locked when required. Offices when vacated for the night should have all lights extinguished.

In order to carry out the intent and purpose of this memorandum, together with such other memoranda on the subject which may be issued, Mr. George Dorman has been designated as Security Officer.

  
E. R. Fryer  
Regional Director

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

June 15, 1942

BULLETIN NO. 6

MEMORANDUM TO: Regional Office Personnel

SUBJECT: Mimeograph Work

The regional office of the War Relocation Authority now has facilities to handle most of our own requests for mimeograph work.

In order to systematize our duplicating procedure, it is requested that all stencils and Requisitions for Duplicating be sent to the Head of the Stenographic Pool, who will approve the requisition and have the work done.

If a Circular or Bulletin is to be prepared for distribution, please send such communications to the Head of the Stenographic Pool for proper checking, numbering, stencilling, and distribution.

E. R. Fryer  
Regional Director

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

June 22, 1942

BULLETIN NO. 7

MEMORANDUM TO: Regional Office Staff

SUBJECT: Air Mail Schedules

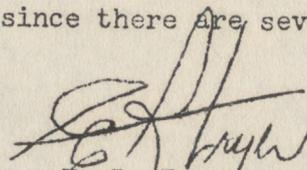
The following schedule shows the time of departure for air mail to other offices of the War Relocation Authority. Please note that the mail must be in the Mail Room by the time shown to allow sufficient time for proper processing.

<u>Destination</u>	<u>Must be in Mail Room by:</u>	<u>Leaves Post Office*</u>
Eden, Idaho	3:45 PM	7:20 PM
Tule Lake, California	(No air mail schedule)	
Manzanar, California		10:55 AM**
Sacaton, Arizona	2:15 PM	5:30 PM
Poston, Arizona	2:15 PM	5:35 PM

\* 7th and Mission Post Office

\*\* No time saved by use of air mail

Schedules to Washington are not shown since there are several pickups daily.

  
E. R. Fryer  
Regional Director

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 8

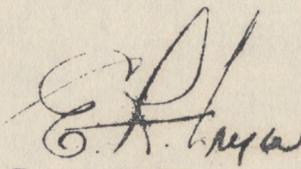
June 12, 1942

TO: Regional Office Personnel  
FROM: E. R. Fryer, Regional Director  
SUBJECT: Extinguishing Lights and Closing Offices

All regional office employees are requested to turn out office lights when leaving their offices at noon and at the close of the day.

Also, employees permanently assigned to offices should lock office doors upon leaving at the end of the day. Keys will be supplied by Mr. Dorman upon request.

Your cooperation in these matters will be appreciated.



E. R. FRYER  
Regional Director

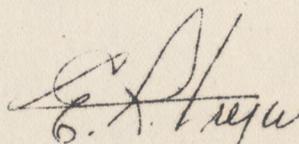
WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

June 29, 1942

BULLETIN NO. 9

TO: Regional Office and Project Personnel  
FROM: E. R. Fryer, Regional Director  
SUBJECT: Hours of Duty - July 4

The usual Saturday hours of duty, 8:45 A.M. to 12:45 P.M., will  
be observed on July 4.



E. R. Fryer

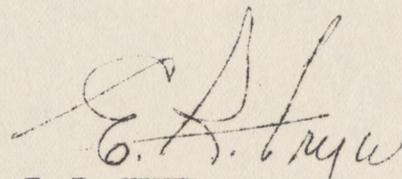
WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 10

July 9, 1942

TO: Regional and Project Personnel  
SUBJECT: Retirement Deduction

Anticipating that many questions will be forthcoming on the amounts on pay checks for the period July 1 to July 5, you are reminded that, effective July 1, a retirement deduction of 5% is to be made from all Government salaries, instead of the former 3 $\frac{1}{2}$ %.



E. R. FRYER  
Regional Director

*Miss Collins*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 11

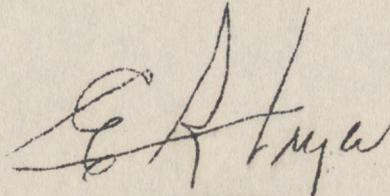
July 10, 1942

TO: Regional Office Personnel  
SUBJECT: Economies in Travel Expenditures

The cooperation of all employees is requested to the end that every possible economy in travel expenditures, consistent with the efficient prosecution of the business of the War Relocation Authority, be made. Of particular importance at this time is the avoidance of duplicating travel by automobile. In an effort to reduce such overlapping travel to a minimum, a register is being established at the Information Desk, which it is hoped will serve to bring together persons who are planning trips to the same destination at approximately the same time. In order to make this service as effective as possible, the following suggestions are made:

- (1) An employee planning a trip on which his personally owned car will be used on a mileage basis is requested to inform the Desk as far in advance as possible of his destination, time of departure and return. Secretaries should assume the responsibility of supplying this information to the Desk.
- (2) An employee requesting a Government car will furnish the Desk his proposed itinerary as far in advance as possible, in order that the possibility of joint travel may be investigated.
- (3) The Clerk in charge of the Desk is instructed to secure the approval of Division Chiefs for all assignments of official cars, except those involving use for periods of a day or less in the Bay area.

Generally, common carrier transportation should be used where overnight sleeper service is available and the business at hand does not necessitate intermediate stops, since this mode of travel permits a saving in time.



E. R. FRYER  
Regional Director

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

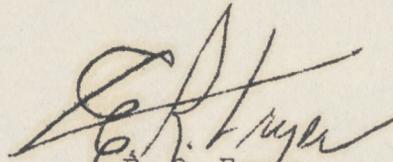
July 17, 1942

BULLETIN NO. 12

TO: All Employees

SUBJECT: Personal Transactions with Evacuees

It is directed that the relations of personnel of the War Relocation Authority with Japanese evacuees be confined to official business, and that no personal business be carried on either directly or indirectly between personnel of War Relocation Authority and such evacuees.

  
E. R. Fryer  
Regional Director

*Mrs. Collins  
requested by  
M. Bidelle*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 13

July 29, 1942

TO: Regional Office Personnel  
SUBJECT: Certification of Expense Accounts

The following employees of the Regional Office are now authorized to acknowledge expense accounts, thereby eliminating the need for having such accounts notarized:

Ruby L. Kjelland	Room 333
Helen L. Weatherman	Room 336

*E. R. Fryer*  
E. R. Fryer  
Regional Director

*Miss Collins  
requested by  
E. R. Fryer's office*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

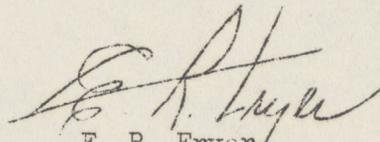
July 30, 1942

BULLETIN NO. 14

MEMORANDUM TO: Regional Staff

SUBJECT: Memoranda addressed to the Assistant  
Chief of Staff of the Wartime Civil  
Control Administration

All memoranda addressed to the Assistant Chief of  
Staff of the Wartime Civil Control Administration  
shall be prepared for the signature of the Regional  
Director.

  
E. R. Fryer  
Regional Director

*Miss Collins*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 15

August 31, 1942

TO: Regional Office Personnel  
SUBJECT: Hours of Duty - September 7

The regular hours of duty, 8:45 A.M. to 5:30 P.M., will be observed on Labor Day, Monday, September 7.

*R. B. Cozzens*  
R. B. Cozzens  
Actg. Regional Director

Collins - issued by  
Dorman

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 16

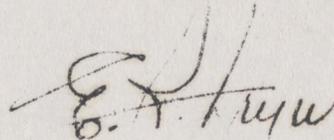
September 3, 1942

TO: Regional Office Personnel  
SUBJECT: Printed Office Forms

Attached is a list of the most commonly used office forms. Most of these forms are carried in stock by the Office for Emergency Management, the Army Quartermaster Corps or by the Regional Office Supply Room. You will find a form on the attached list that will take care of practically all needs for office forms.

It is requested that before a request is submitted for printing or otherwise duplicating a form, this list be consulted to ascertain whether or not an existing form can be used. All the forms will not be immediately available as some will have to be ordered by the Office for Emergency Management from their Washington Office.

Only a few of these forms are carried in stock by the San Francisco Regional Office; however, any requests to carry additional forms in stock will be given careful consideration and if it is determined that the forms are necessary a supply will be ordered immediately.



E. R. Fryer  
Regional Director

WRA FORMS

<u>Form Number</u>	<u>Description</u>
WRA-1	Enlistment in War Relocation Work Corps
WRA-2	Affidavit by Enlistee
WRA-3	Cost Control Register
WRA-4	Storehouse Issues Register
WRA-5	Sales Book
WRA-6	Time Roll - Evacuees
WRA-7	Requisition for Materials and Supplies (Mimeographed)
WRA-8	Requisition for Materials and Supplies (Mimeographed)
WRA-9	Property Control Sheet - Nonexpendable
WRA-10	Property Inventory Card - Expendable
WRA-11	Investment Record
WRA-12	Employment Record
WRA-13	Subsistence Stock Record Card
WRA-14	Notification of Arrival of Employee at New Duty Station (Mimeographed)
WRA-15	Referral Card
WRA-16	Memorandum Receipt (Mimeographed)
WRA-17	Daily Issues of Gas, Oil and Grease (Mimeographed)
WRA-18	Continuous Statement of Gasoline on Hand (Mimeographed)
WRA-19	Continuous Statement of Oil and Grease on Hand (Mimeographed)
WRA-20	Notification of Change of Official Station (Mimeographed)
WRA-21	Notice of Assignment
WRA-22	Employee Driver's License
WRA-23	Request for Approval of Field Personnel Action
WRA-24	Notice of Employment under Letter of Authorization (Mimeographed)
WRA-25	Notice of Termination of Employment under Letter of Authorization
WRA-26	Individual Record
WRA-27	File Cover
WRA-28	File Request - Charge
WRA-29	Obligation Register
WRA-30	Mail Order Request
WRA-31	Service Record Card
WRA-32	Return This Material to Central Files
WRA-33	File Card
WRA-34	Director's Correspondence
WRA-35	Record of Interview
WRA-36	Identification Card Record
WRA-37	Identification Card Receipt Listing
WRA-38	Visitors Pass
WRA-39	Consent to Care at Hospital
WRA-40	In-Patient Admission and Discharge
WRA-41	Admission Report (Pads)
WRA-42	Doctors' Order Sheet
WRA-43	Temperature Chart
WRA-44	Bedside Record
WRA-45	Clinical History Record
WRA-46	Physical Examination
WRA-47	Ward Surgeon's Progress and Treatment Record
WRA-48	Ante Partum Record
WRA-49	Labor and Post Partum Record
WRA-50	Newborn Record
WRA-51	Surgery Record

WRA FORMS

<u>Form Number</u>	<u>Description</u>
WRA-52	Report of Anesthesia
WRA-53	Request for Laboratory Examination (Pads)
WRA-54	Laboratory Record
WRA-55	X-Ray Report
WRA-56	Request for Consultation (Pads)
WRA-57	Permit for Post-Mortem Examination
WRA-58	Autopsy Record
WRA-59	Unusual Occurrence Report
WRA-60	Nursery Summary Sheet
WRA-61	Defecation and Urine Lists
WRA-62	Dispensary Minor Ailment or Out-Patient Progress Record
WRA-63	Immunization Record
WRA-64	House Call Report (Pads)
WRA-65	Public Health Nursing Record
WRA-66	Supply Room Loan Record (Pads)
WRA-67	Requisition Form (Pads) (Medical)
WRA-68	Repairs Form (Pads) (Medical)
WRA-69	Linen Requisition (Pads) (Medical)
WRA-70	Prescription Blank (Pads)
WRA-71	
WRA-72	
WRA-73	Schedule of Rates (Mimeographed)
WRA-74	Housing Occupancy for which payroll deduction is to be made (Mimeo.)
WRA-75	Notice of Housing Vacated for which payroll deductions should be
WRA-76	Application for Public Assistance Grant (Mimeographed) (stopped.-Mimeo)
WRA-77	Voucher for Public Assistance Grant (Mimeographed)
WRA-78	Monthly Grant Report (Mimeographed)
WRA-79	
WRA-80	
WRA-81	
WRA-82	
WRA-83	
WRA-84	
WRA-85	
WRA-86	
WRA-87	
WRA-88	
WRA-89	
WRA-90	
WRA-91	
WRA-92	
WRA-93	
WRA-94	
WRA-95	
WRA-96	
WRA-97	
WRA-98	
WRA-99	
WRA-100	

9/1/42

## OFFICE FOR EMERGENCY MANAGEMENT FORMS

<u>Form Number</u>	<u>Description</u>
OEM-1	Advice of Personnel Action
OEM-2	Application and Personal History Statement (Discontinued - Use SF-57)
OEM-2a	Application and Personal History Statement - Attorney's
OEM-3	Current Payroll Deductions
OEM-4	Change of Address
OEM-5	Daily List of Absentees
OEM-7	Request for Compensation Per Diem Personnel
OEM-7a	Request for Compensation Per Diem Personnel (Field)
OEM-8	Application for Leave of Absence
OEM-10	Request for Leave Slip
OEM-11	Notice of Resignation
OEM-12	Inter-Office Transfer
OEM-13	Certification of Full Pay
OEM-14	Personnel Record
OEM-17	Request for Leave Status
OEM-19	Notice of Entrance on Duty
OEM-20	Personnel Charge Out
OEM-21	File Ticket
OEM-25	Biographical Statement
OEM-27	Position Description
OEM-27a	" " (Field)
OEM-28	Request for Personnel Action
OEM-30	File Copy
OEM-31	Chronological Copy
OEM-32	Office Memorandum - 8 x 10 $\frac{1}{2}$
OEM-33	Office Memorandum - 5 x 8
OEM-34	Telephone Message
OEM-35	Attached Papers
OEM-37	Cross Reference Sheet
OEM-38	Letter Charge Out
OEM-39	Request for Authorization of Travel
OEM-40	Requisition for Printing and Binding
OEM-41	Requisition for Supplies
OEM-41	Continuation Sheet
OEM-42	Purchase Order (New Form - Use instead of OEM-389)
OEM-44	Toll Call Certificate - Yellow and Green (50 sets per pad)
OEM-45	Toll Ticket
OEM-46	Switchboard Time Sheet
OEM-47	Mail Receipt
OEM-48	Incoming Mail Count
OEM-50	Postage Stamp Report
OEM-50a	Continuation Sheet
OEM-51	Report of Tokens Used
OEM-52	Daily Report Volume of Mail
OEM-53	Statement of Official Matter Mailed Free
OEM-54	Daily Report of Use of Cars
OEM-55	Chauffeur's Daily Report
OEM-55a	" " "
OEM-57	Purchase Authority Register
OEM-59	Telephone Record
OEM-61	Transfer of Property (Issue Slip)
OEM-64	Record of Bills of Lading

9/1/42

<u>Form Number</u>	<u>Description</u>
OEM-65	Report of Material Received
OEM-71	Travel Authorization
OEM-71	" " (Tissue)
OEM-73	Budget Estimate by Months
OEM-74	Miscellaneous Voucher Record
OEM-75	Machine Ledger
OEM-75a	Allotment Ledger
OEM-75a	Inserts
OEM-77	Daily List of Addressograph Changes
OEM-82	Personal Interview Sheet
OEM-83	Record of Interview
OEM-85	Classification File Card
OEM-86	Vacation Choice
OEM-87	Field Purchase Authority (Discontinued)
OEM-89	Order Blank for Rubber Stamps
OEM-90	Service Report
OEM-91	Personnel Transfer Form
OEM-94	File Designation - Correspondence (3 x 5) Single Copy
OEM-100	Docket Contents
OEM-106	Record of Moving Telephone and Equipment
OEM-108	Cumulative Overtime, Compensatory Leave Blank (Detail Record Sheet)
OEM-115	Copies of Transportation Requests
OEM-118	Requisition Register
OEM-132	Report of Activities
OEM-136	Photostat Cost Sheet
OEM-137	Automobile Dispatch
OEM-138	Tickler Form
OEM-141	Referral Record
OEM-165	Monthly Narrative Report
OEM-166	Monthly Report on Application Listed
OEM-167	Summary Report of Monthly Operations
OEM-168	Report on Registrations for Public Defense Housing Projects
OEM-169	Monthly Report on Vacancies Listed
OEM-169a	Form L - Monthly Report on Vacancies Listed
OEM-170	Summary Report of Monthly Operations - Vacancies and Applications
OEM-176	Letterhead, OEM, Notice of Cancellation/Amendment to
OEM-176a	Paper, Tissue, Notice of Cancellation/Amendment to
OEM-188	Issue Slip
OEM-190	Purchase Order - Invoice and Receipt Register
OEM-196	Correspondence File Card
OEM-211	Report to Investigation Unit (Employees who took oath)
OEM-230	Remittance Register
OEM-251	Special Tags
OEM-260	Discount Date Expires
OEM-262	Service Request Reference
OEM-289	Toll Call Certification Attachment
OEM-294	Inter Office Memo Coordinator
OEM-295	Reference Control Slip (Inter-American Affairs)
OEM-302	Routing Slip
OEM-304	Administration Suspension Statement
OEM-304a	Statement (Tissue)
OEM-329	Personnel Card - 3 x 5

## OFFICE FOR EMERGENCY MANAGEMENT FORMS

<u>Form Number</u>	<u>Description</u>
OEM-342	Operators Control
OEM-347	Leave Status Card
OEM-353	Personnel Record Card for Visible File 3 x 5
OEM-368	Daily Referral Report
OEM-376	Advice of Allotment
OEM-377	Advice of Change of Allotment
OEM-378	Miscellaneous Obligation Record
OEM-379	Disbursement Record Card
OEM-380	Collection Record Card
OEM-381	Contract Information Card
OEM-382	Transportation Request Accountability Record
OEM-383	Tax Exemption Certificate Accountability Record
OEM-384	Identification Card Accountability Record
OEM-385	Administrative Suspension Statement for Fiscal Use
OEM-386	Voucher Record Card
OEM-389	Purchase Order - Field (sets) (Discontinued, use OEM-42)
OEM-390	Requisition - Field
OEM-392	Check Transmittal Slip
OEM-393	Issue Slip
OEM-394	Inventory Card (Front and Back)
OEM-395	Stamp Report
OEM-396	Attendance Record
OEM-397	Leave Record Card (Front and Back)
OEM-406	Statement of Acceptance
OEM-430	Messenger Call Record
OEM-476	Overtime Leave Slip
OEM-482	Emergency Card (Nurse's Record)
OEM-491	Issue Card
OEM-493	Journal Transcript
OEM-501	Report on Limitations
OEM-502	Request for Design and Approval of Form
OEM-508	Report on Condition of Allotments and Limitations
OEM-511	Telephone Bid - Tabulation
OEM-524	Communications Expenditures Breakdown
OEM-526	Report of Change on Salary Status
OEM-527	Advice of Personnel Action
OEM-528	Property Number Register
OEM-530	Teletype Number Sheet
OEM-531a	Teletype Message - 5 x 8 - Light Green
OEM-534	Leave Record
OEM-536	Advice of Allotment Limitation
OEM-540	Telephone Message Pads
OEM-542	Work Sheet
OEM-543	Advice of Change in Allotment Limitation
OEM-563	Progress Report
OEM-563a	" "
OEM-563b	" "
OEM-563c	" "
OEM-563d	" "
OEM-564	Notice of Back Order
OEM-569	Change in Telephone Listing
OEM-570	Quarterly Estimate of Requirements for Office Equipment

## STANDARD FORMS

<u>Form Number</u>	<u>Description</u>
SF-1	Requisition for Printing and Binding
SF-2	Government Lease
SF-3	Estimates of Appropriation Required
SF-3a	For use in preparing Schedules of Obligations
SF-4a	Change in Civilian Personnel
SF-6	Personal History Statement
SR-7	Service Record Card
SF-8	Oath of Office
SF-9	Report of Shipment
SF-14	Telegram - Official Business - Government Rates - 8 x 10 $\frac{1}{2}$ ) Pads of 100
SF-14a	Telegram Blanks - 5 x 8 ) Pads of 100
SF-17	Report on Probationary Appointee
SF-18	Transportation Request Register
SF-19	Bond Indemnity Advance
SF-20	Invitation of Bids (Construction Contracts)
SF-21	Form of Bids (Construction Contracts)
SF-22	Instructions to Bidders (Construction and Supplies)
SF-23	Form of Contract (Construction)
SF-24	Form of Bid Bond (Construction and Supply)
SF-25	Form of Performance Bond (Construction and Supply)
SF-25a	Payment Bond (Construction)
SF-26	Driver's Report of Accident
SF-27	Investigating Officer's Report - (Accident)
SF-28	Claim for Damages
SF-30	Invitation for Bids (Supply)
SF-31	Form of Bid (Supply)
SF-32	Short Form Contract (Supply)
SF-33	Invitation, Bid and Acceptance
SF-34	Form of Annual Bid Bond (Supply)
SF-35	Form of Annual Performance Bond (Supply) 100 sets per pad
SF-36	Continuation Schedule for SF-31 or 33
SF-39	Request for Certification
SF-40	Contract for Telephone Service
SF-41	Form of Contract (Coal)
SF-42	Instructions to Bidders (Coal)
SF-43	Purchase Conditions (Coal)
SF-46	Request for Transfer, Reinstatement, Change in Status
SF-47	Personnel Affidavit
SF-48	Recommendation for Classification (Ramspeck Act & Sect. 1-8743)
SF-49	Recommendation for Classification (Ramspeck Act & Sect. 6-8743)
SF-50	Changes in Civilian Personnel
SF-57	Application for Federal Employment
SF-58	Application for Federal Employment - Continuation Sheet
SF-1012	Voucher for Reimbursement of Travel Expenses
SF-1012a	Carbon Sheet for SF-1012
SF-1012b	Continuation Sheet for SF-1012
SF-1012c	Carbon Sheet for SF-1012b
SF-1012d	Cash Receipt Book
SF-1012e	Statement of Travel by Motor Vehicle
SF-1013	Pay Roll for Personal Services
SF-1013a	Continuation Sheet for SF-1013
SF-1013b	Carbon Sheet for SF-1013

<u>Form Number</u>	<u>Description</u>
SF-1013c	Carbon Sheet for SF-1013a
SF-1013d	Payroll Form, Original Short Form
SF-1013e	Carbon Sheet for SF-1013d
SF-1014	General Ledger (Heavy-White)
SF-1014a	General Ledger (Heavy-double sheet)
SF-1015	Allotment Ledger (Heavy Buff)
SF-1015a	Allotment Ledger (Heavy-double sheet)
SF-1015a	Allotment Ledger (Manifold) 10 $\frac{1}{2}$ x 15 $\frac{1}{2}$
SF-1016	Distribution Ledger (Heavy White) unruled
SF-1016a	Allotment Ledger
SF-1016b	Distribution Ledger Sheets (Heavy) 10 $\frac{1}{2}$ x 16
SF-1016b	Distribution Ledger Sheets (Thin)
SF-1017G	Journal Voucher Sheets
SF-1019	Account Current + memo
SF-1023	Voucher Distribution Card
SF-1027	Requisition for Disbursing Funds
SF-1033	Identification Card
SF-1034	Public Voucher for Purchases and Services
SF-1034a	" " " " " " Carbon Sheet
SF-1035	" " Continuation Sheet for SF-1034
SF-1035a	" " Carbon Sheet for SF-1035
SF-1036	Statement and Certificate for Award
SF-1038	Application for Advance of Funds (Bond)
SF-1038a	Application for Advance of Funds
SF-1039	Statement of Advance of Funds for Travel Expenses (to accompany SF-1038)
SF-1041	Affidavit
SF-1044	Schedule of Collections (Plain)
SF-1045	Summary of Collections
SF-1046	Schedule of Transfers and Refunds
SF-1047	Public Voucher for Refunds
SF-1048	Public Voucher for Refunds (Second Sheet)
SF-1049	Public Voucher for Refunds
SF-1050	Public Voucher for Refunds (Memorandum Yellow)
SF-1052	Statement of Advertising Rates - G.P.O. - 51120
SF-1053	Advertising Order - G.P.O. - 51121
SF-1054	Public Voucher for Advertising - G.P.O. - 51122
SF-1054a	" " " " - G.P.O. - 51123 - Carbon Sheet
SF-1055	Applications for Payment Due Deceased or Incompetent Employees
SF-1058	Government Bill of Lading
SF-1058a	" " " " Mono copy
SF-1058a	" " " " (Pink)
SF-1059	" " " " (Salmon)
SF-1060	Government Bill of Lading - Temporary Receipt
SF-1061	Certificate in Lieu of Lost Bill of Lading
SF-1062	Continuation Sheet for SF-1058
SF-1062a	Carbon Sheet for SF-1062, Yellow
SF-1062b	" " " " Salmon
SF-1064	Schedule of Disbursements
SF-1065	Summary Statement of Disbursement
SF-1067	Public Voucher for Transportation of Passengers
SF-1067a	Carbon Sheet for SF-1067 (Memo)

## STANDARD FORMS

<u>Form Number</u>	<u>Description</u>
SF-1067b	Voucher for Transportation of Passengers (Memo continued)
SF-1067c	" " " " " " " "
SF-1068	Public Voucher for Transportation of Freight and Express
SF-1068a	Public Voucher for Transportation of Freight and Express
SF-1068b	Public Voucher for Transportation of Freight and Express
SF-1068c	" " " " " " " " Memo-Cont. Sheet
SF-1070	Schedule of Civil Service Retirement and Disability Fund Credit
SF-1071	Mileage Voucher
SF-1071a	" "
SF-1072	Pay Roll - Industrial
SF-1072a	Pay Roll for Personal Services
SF-1073	Pay Roll - Industrial
SF-1074	Pay Roll for Personal Services, Miscellaneous
SF-1074a	" " " " " " Continuation Sheet for 1074
SF-1074b	" " " " " " Carbon Sheet " "
SF-1074c	" " " " " " " " for SF-1074a
SF-1074d	Payroll for Personal Services, Miscellaneous
SF-1074e	" " " " " " Carbon for SF-1074a
SF-1075	Pay Receipt for Cash Payment
SF-1076	Special Per Diem, etc., Payment G.P.O. - 51171
SF-1076a	" " " " " " " "
SF-1077	Schedule of Compensation Deduction Voucher
SF-1080	Voucher for Adjustments Between Appropriations and/or Funds (White)
SF-1080a	Memorandum for Form SF-1080
SF-1080b	Collection Voucher for Form 1080
SF-1080c	Memorandum for Form 1080b
SF-1081	Schedule of Adjustments
SF-1089	Schedule of Advances
SF-1090	Telephone Service Statement
SF-1093	Schedule of Deductions
SF-1094	U. S. Government Tax Exemption
SF-1095	Summary Statement of Disbursements and Collections by Appropriations Limitations
SF-1096	Schedule of Voucher Deductions
SF-1097-Rev.	Request for Corrections in Appropriation Fund, Limitation and Official Project Account
SF-1098	Schedule of Cancelled Checks
SF-1099	Signature Card

9/1/42

CIVIL SERVICE FORMS

<u>Form Number</u>	<u>Description</u>
CSC-6	Application Trades and Skilled Occupations
CSC-8	Application for Position
CSC-12	Residence
CSC-14	Application for Veteran Preference
CSC-124	Declaration of Appointee
CSC-124b	Declaration of Appointee, Field
CSC-375	Temporary, Appointment, Transfer, etc.
CSC-1236a	Regarding Political Activity
CSC-1769	Affidavit as to number of members of family in government
CSC-1890	Request for Certification - Original Appointment
CSC-1992	Letter of Inquiry, Availability Statement
CSC-2390	Fingerprint Chart
CSC-2413	Certificate of Medical Examination
CSC-2473	Establishment of Date of Birth
CSC-2552	Approval - Bond
CSC-2552	Approval - Tissue
CSC-2806	Retirement Record Card
CSC-2806a	Dummy for Retirement Form
CSC-2806-1	Designation, Change or Revocation of Beneficiary
CSC-2807	Register of _____
CSC-2865	Request for Service Record
CSC-2888a	Application for Entry on Emergency Replacement List
CSC-2931	Classification Sheet (White)
CSC-2931	Classification Sheet (Pink)
CSC-2933a	Establishment of Date of Birth
CSC-2948	Affidavit as to Marital Status and Members of Family
CSC-2968	Classification Pay Scale
CSC-3001	Application for Retirement Annuity
CSC-3001a	Application for Joint and Survivorship Annuity
CSC-3002	Application for Retirement on Account of Total Disability
CSC-3005	Application for Refund of Retirement Deductions
CSC-3008	Beneficiary Record Card
CSC-3012	Application for Service Credit
CSC-3052	Record of Unused Portion of Tickets Retained
CSC-3200	Civil Service Rating Form
CSC-3201	Service Rating Form
CSC-3257a	Report of Employment and Payrolls in D. C.
CSC-3257b	Report of Employment and Payrolls - Outside D.C. (Preference)
CSC-3267a	Memo to Doctor re: Physical Examination
CSC-3280	Instruction Sheet for CSC-3257b
CSC-3456a	Instructions for CSC-3464a
CSC-3464a	Instruction Sheet (Personnel Information Sheet)
CSC-3464b	Personnel Information Sheet
CSC-3465a	Personnel Information Sheet
CSC-3471	Election to Make Voluntary Contributions
CSC-3519d	Semi-Annual Report of Force-Account
CSC-3696	Recommendation for Classification under Exec. Order 8744
CSC-3758	Request for Transfer under Section 2 of Exec. Order 8833 of 6/26/42
CSC-3821	Application for Attorney Positions
CSC-4006	Application Card

9/1/42

COMPENSATION ACT FORMS

<u>Form Number</u>	<u>Description</u>
CA-1	Employees Notice of Injury and Original Claim for Compensation and Medical Treatment
CA-2	Official Superior's Report of Injury
CA-3	Report of Termination of Total or Partial Disability
CA-4	Claim for Compensation on Account of Injury
CA-5	Claim for Compensation on Account of Death
CA-8	Claim for Continuance of Compensation on Account of Disability
CA-10	Right to Compensation for Personal Injuries of Civil Employees of the United States (Poster)
CA-11	Right to Compensation for Personal Injuries of Civil Employees of the United States under Federal Compensation Act of September 7, 1916, as Amended
CA-12	Claim of Widow or Widower for Continued Compensation on Account of Death
CA-13	Claim of Guardian of Minor Children for Continued Compensation on Account of Death
CA-14	Request of Dependent Parents or Grandparents for Additional Compensation on Account of Death
CA-16	Request for Treatment of Injuries Under the United States Employees' Compensation Act
CA-16	SPECIAL - Request for Treatment of Injured Employees of the Works Progress Administration (Physician's Report)
CA-17	Request for Treatment of Injury under United States Employees' Compensation Act When Cause of Injury is in Doubt
CA-17	SPECIAL - Request for Examination Works Progress Administration (Physician's Report)
CA-32	Report of Hernia
CA-42	Affidavit Relating to Representatives of Deceased Employees
CA-43	Affidavit of Undertaker
CA-69	Claim for Continuance of Compensation on Account of Disability
CA-S-69	Public Voucher for Services and Supplies of Hospitals and Physicians
CA-95	Claim for Continuance of Compensation on Account of Disability (Salmon)

9/1/42

UNITED STATES TREASURY FORMS

<u>Form Number</u>	<u>Description</u>
UST-1	Purchase Authority (Discontinued)
UST-1a	Purchase Authority Continuation Sheet (Discontinued)
UST-C-1	Report of Informal Bids
UST-A-2a	Advice of Change in Project Authorization
UST-A-3	Advice of Allotment
UST-A-3a	Advice of Change in Allotment
UST-A-3b	Advice of Allotment (Continuation Sheet)
UST-A-4	Voucher Distribution Sheet
UST-A-4a	" " "
UST-A-4b	Travel Voucher Distribution
UST-A-5	Notice of Miscellaneous Encumbrances - White
UST-A-5	" " " " - Pink
UST-A-5a	Encumbrance Increase or Reduction - Blue
UST-A-6-Rev.	Requisition for Purchases (White)
UST-A-6-Rev.	" " " (Yellow)
UST-A-6b-a	Continuation Sheet for UST-A-6 (Rev.) White
UST-A-6b-d	" " Requisition for Purchase - Yellow
UST-7	Requisition for Procurement Division Stock
UST-A-7	Requisition for Procurement Division Stock (Purchase Order) White
UST-A-7	" " " " " " ( " " ) Pink
UST-A-7	Continuation Sheet for A-7 Purchase Order (Pink)
UST-A-7	Continuation Sheet for A-7 Purchase Order (White)
UST-A-8	Receiving and Inspection Report (White)
UST-A-8	Receiving and Inspection Report (Pink)
UST-A-9	Domestic Origin Certificate
UST-A-11	Signature Card
UST-B-11-H	Allotment Ledger
UST-D-53	Payroll Routing Slip (White) Revised
UST-D-53	Payroll Routing Slip (Salmon) "
UST-59	Report on Delinquent Contractors
UST-727	Tax on Telegraph and Telephone Services and Transportation
UST-731	Exemption Certificate
UST-827	(Title Not Known)
UST-1655	Agent Cashier's Report Form
UST-1669	Request for Transfer of Funds of Disbursing Office Accounts
UST-1686	Signature Card
UST-6569	Power of Attorney by Individuals for the Collection of Checks
UST-6570	Power of Attorney by Individual for the Collection of a specified Check Drawn on the Treasurer of the United States
UST-6571	Power of Attorney by Corporation
UST-6599	Certificate of Deposit
UST-SPO-6	Notice of Cancellation (Revised)
UST-SPO-24	Notice of Adjustment (Revised)

9/1/42

GENERAL ACCOUNTING OFFICE FORMS

<u>Form Number</u>	<u>Description</u>
GAO-2085	Reply to Exceptions
GAO-2085	Ditto (thin sheet)
GAO-2085	Ditto (Continuation)
GAO-2093	Salary Record Card

MISCELLANEOUS FORMS

<u>Form Number</u>	<u>Description</u>
FRO-2900	Statement of Fair Market Value (Rev.)
PSC-6	Federal Works Agency, Public Building Administration Travel Memo Books
R-150	Rationing Form
	Budget and Finance Travel # 5, 8 x 10 $\frac{1}{2}$
	" " " " # 6, 8 x 10 $\frac{1}{2}$
	Travel Memo
	Travel Regulations
	Travelers Guide
	Handbook for New Employees
	Follow-up Slips, Yellow
	Annual and Sick Leave Laws and Regulations
	Tray Signs "Incoming"
	Tray Signs "Outgoing"
	Time Sheet
	Instructions to Travelers

NATIONAL DEFENSE SAVINGS FORMS

<u>Form Number</u>	<u>Description</u>
NDS-1	Group Agent's Report
NDS-2	Report of Pledger and Purchaser
NDS-4	Volunteer Purchases Report
NDS-6	Stamp Purchase Schedule
NDS-7	Issue Schedule, Defense Savings Bonds, Series E
NDS-8	Semi-Monthly Report of Pledges and Purchases

QUARTERMASTER FORMS

QMC-229	Registration Card
QMC-237	Drivers Trip Ticket
QMC-248	Motor Vehicle Service Record
QMC-254	Dispatchers Record
WD-QMC-389	Deposit of Checks
QMC-400	Requisition
QMC-401	" (extra sheet)
QMC-430	Receiving Report
QMC-434	Shipping Ticket
QMC-438	Daily Abstract of Issues, Fuel, etc.
QMC-440	Monthly Abstract of Issues, Fuel, etc.
QMC-445	Over, Short and Damaged Report
QMC-489	Tally Sheet, Incoming
QMC-490	Tally Sheet, Outgoing
QMC-504	Parts Requisition

*Miss Collins*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

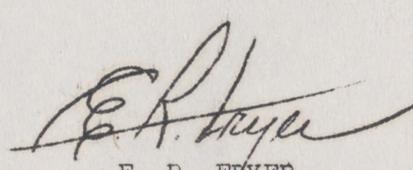
BULLETIN NO. 17

September 3, 1942

TO: Regional Office Personnel  
SUBJECT: Outgoing Mail

A great deal of overtime work in the mail room is being caused by the fact that a large volume of outgoing mail does not reach the mail room until after 5:30 P.M. In the past, this condition has been largely unavoidable. It appears possible now, however, to make some improvement in this situation.

Your cooperation is requested to the end that all outgoing mail may be in "out" boxes by 5:00 P.M., thus reducing the amount of overtime necessary in the mail room.

  
E. R. FRYER  
Regional Director

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

*Miss Collins  
Requested by  
M. Bickell*

BULLETIN NO. 18.

September 8, 1942

TO: Regional and Project Personnel

SUBJECT: War Savings Bonds

In view of the many inquiries being received on the deliveries of War Savings Bonds under the payroll deduction plan, we offer the following information:

Ordinarily, your bond will be delivered to you on the pay day following that on which payment is completed. Due to a shortage of forms in the bond-issuing office, and because of the time required to set up their records, delivery of the first bonds will necessarily be somewhat late. It is anticipated, however, that subsequent bonds will reach you on schedule.

*Duncan Mills*  
Duncan Mills  
Administrative Officer

*Requested by  
D. Miller*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 18, SUPPLEMENT NO. 1

September 29, 1942

TO: Regional Office and Project Personnel  
SUBJECT: War Savings Bonds

The first bonds issued to War Relocation Authority employees under the payroll deduction plan are now in the process of being delivered.

Immediately upon receipt, it is requested that each employee examine his bond carefully. In case of any error in the bond, such as error in name of registrant, effective date, address, etc., the employee, if in the regional office, should return the bond to the Regional Fiscal Office with a written statement covering the correction to be made. In the project offices, the bonds should be returned to the individual who distributes the bonds, or such other person as may be designated.

Your prompt return of bonds on which errors have been made may permit corrections to be made in the local Disbursing Office. A delay, however, may necessitate sending such bonds to the Treasury Department in Washington for correction.

*E. M. Rowalt*

E. M. ROWALT  
Acting Regional Director

*Requested by  
Mr. Nute*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

September 16, 1942

BULLETIN NO. 19

TO: Regional Office Personnel

SUBJECT: Surgical Care and Hospitalization Plan

There are probably many employees in the San Francisco Regional Office who would welcome an opportunity to be free of the ever-present worry over the financial implications of a prolonged illness or a serious accident. A small group of your fellow workers who would like to help you and themselves obtain security in such an eventuality, want you to consider the plan offered by the California Medical Profession and the Hospitals of California. This is known as the Group Hospitalization and Surgical Care Plan. Membership is extended to individual employees but they must join as a group composed of at least 70% of the Staff. Unless 70% of us can unite for this purpose, none of us will be eligible at the low rates quoted herein. After reading the following description of the plan, please complete the attached form and return to Mr. W. T. Nute, Room 380, who is serving as Temporary Chairman of the Committee:

MALE - Male employees at a cost of \$1.15 per month are entitled to the following services at no additional expense to themselves:

1. Surgical Service - consisting of all major or minor operations and the treatment of fractures and dislocations. Also x-ray and laboratory service while confined as a bed patient in a hospital.
2. Hospital care for 21 days per year for each illness or accident from a separate cause.  
Patient will be in a room of 3 or more beds.  
(If a private room is desired a credit of \$5.00 per day will be granted by the Hospital Plan to apply to the private room bill.)  
Hospital care includes:
  - a. Cost of meals;
  - b. Nursing care;
  - c. Use of operating room;
  - d. Surgical and anaesthetic supplies;
  - e. Use of cystoscopic room and supplies;
  - f. Splints; casts; and dressings;
  - g. All necessary drugs.

FEMALE - Female employees are entitled to the same Service at a cost of One and 55/100 (\$1.55) Dollars per month.

HUSBAND AND WIFE-Any Married employee may include his or her spouse at a cost for both of Two Dollars and 75/100 (\$2.75) per month.

FAMILY - An employee may protect himself and his family (total of three or more persons) at a cost of Four Dollars (\$4.00) per month.

LIMITATIONS ON THE SURGICAL SERVICE:

1. Non-surgical Obstetrical Cases are not eligible under the plan.
2. Intentional self-inflicted injuries or diseases are not covered by the plan.
3. The service does not include diseases and injuries of the jaw which are customarily treated by dentists.

LIMITATIONS ON HOSPITAL SERVICE:

1. Obstetrical care is provided only on family service agreements which have been continuously in effect for a period of ten months or more and does not extend to children named in the agreement.
2. The Service does not cover the following:
  - a. Diseases declared by law to be quarantinable. such as measles, diphtheria, scarlet fever, etc.
  - b. Pulmonary Tuberculosis after diagnosis.
  - c. Mental disorders.
  - d. Rest cures.
  - e. Hospitalization solely for diagnostic purposes.

FOR YOU AND YOUR FAMILY MEMBERSHIP IN THIS PLAN MEANS THAT:

1. No matter what happens to you or your family, you will have no bills to pay for the complete surgical and hospital services listed above, other than your regular monthly payments, regardless of the cost of the treatment.
2. Existing conditions as well as future disabilities are covered. No medical examination is necessary to join.

3. You or your family are admitted to hospital room and bed by showing your membership card, without putting up a cash deposit or arranging credit.

4. The best surgeons, from a list of 5,300 doctors, anywhere in the State are available to operate upon you or your family at NO additional cost to you.

5. Through your chosen doctor, you can choose any Licensed hospital in the Bay Area. If traveling out of the service area, and in emergencies, service will be rendered in any legally operated hospital in the world.

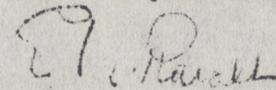
6. These services are equally available to you and your family including all unmarried children from 30 days of age to 19 years.

7. You may continue your membership if you leave your present group or employment.

8. Continued protection is provided for your wife and family if you are called into Military Service.

An Enrollment Fee of One Dollar (\$1.00) is charged at time application is filed. It is payable only once and covers an entire family.

The material presented above may raise questions in your mind. Mr. Nute, Room 380, possesses additional information concerning this plan and he will be glad to explain it in further detail or attempt to clear up any doubt in your mind as to the Services included. If enough of us evince an interest in the plan, a meeting will be called to consider further steps and hear from a representative of the Plan.



E. M. Rowalt  
Acting Regional Director

TO: MR. WILLIAM T. NUTE:

I AM INTERESTED IN PLAN FOR:

Check Proper Space

INDIVIDUAL MALE	\$1.15	_____
INDIVIDUAL FEMALE	\$1.55	_____
HUSBAND AND WIFE	\$2.75	_____
FAMILY ( 3 or more persons )	\$4.00	_____

I SHOULD LIKE TO KNOW MORE ABOUT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I WILL CONSIDER JOINING WITH MY FELLOW WORKERS IN AN EFFORT  
TO OBTAIN THE ADVANTAGES OF THE GROUP HOSPITALIZATION AND  
SURGICAL CARE PLAN.

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

*revised by S. Miller*

BULLETIN NO. 20

September 16, 1942

TO: Regional Office Personnel

SUBJECT: Central Administrative Services Dispensary

For your information, we quote below Administrative Service Letter #39 issued by the Office for Emergency Management:

"Under the supervision of the Personnel Department, CAS, a dispensary has been opened in the Merchandise Mart, Entrance Room 243, for the following purposes:

1. To provide first aid and other emergency medical treatment to all employees in the various constituent agencies of the Office for Emergency Management and the Office of Price Administration.
2. To act as a receiving station for more serious cases prior to a doctor's arrival or transfer to a hospital.
3. To receive and otherwise service all employee compensation cases.
4. To provide advice to interested departments as to working conditions in their offices as such conditions may affect employee health.

"This dispensary is well equipped and service, of course, is without charge. Employees are invited to make use of the facilities as often as is necessary. It should be remembered that this facility is for the express purpose of improving and maintaining employee health. Thus, the National War Agencies will benefit from improved attendance records as well as greater efficiency from those who are enabled to remain on the job.

"Miss Rosella Scott, R.N. is the Nurse in charge. Dispensary hours are, daily from 8:45 to 5:30 PM; Saturdays 8:45 AM to 12:45 PM. Hours will be extended in the event of an emergency.

*E. M. Rowalt*

E. M. ROWALT  
Actg. Regional Director

*Requested by  
J. H. Fitzherry*

War Relocation Authority  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 21

September 16, 1942

TO: Project Directors

SUBJECT: Shipment of Household Goods and Personal Effects  
to Relocation Projects.

Pursuant to established policy, the War Relocation Authority will transport the household goods and personal effects of evacuees to Relocation Projects subject to the conditions outlined below:

1. Evacuee household goods and personal effects stored in Federal Reserve Bank warehouses now under the jurisdiction of the War Relocation Authority, and such other private warehouses as the War Relocation Authority may designate, will be shipped direct to the Relocation Projects.
2. For those evacuees whose household and personal effects are in storage places not designated in (1) above, the War Relocation Authority will move such household and personal effects to Relocation Projects provided the evacuee, at his own expense, makes arrangements to have his household and personal effects moved from their present place of storage to a central receiving warehouse, the location of such warehouses to be designated by the War Relocation Authority. The name, address and location of such central receiving warehouses will be supplied at a later date by the War Relocation Authority.
3. The privilege of moving such household and personal effects from places of storage to authorized central receiving warehouses will be limited to a period to be prescribed by the War Relocation Authority.
4. The Wartime Civil Control Administration will not allow evacuees now in Relocation Projects to re-enter Military Area No. 1 or No. 2 for the purpose of making arrangements or preparing household and personal effects for shipment to warehouses as designated or to be designated later, or to Relocation Projects.
5. For the purpose of clarification, household and personal effects which may be shipped (as provided above) are defined as such articles of household furniture, kitchen equipment, and utensils, and clothing normally used in connection with daily life at places of previous residence.

6. All costs pertaining to such shipments, except as provided in Paragraph 2, this bulletin, will be for the account of the War Relocation Authority.

As soon as the organization has been completed for handling this program, Projects will be furnished a list of storage warehouses as well as central receiving warehouses. At the same time the evacuees will be furnished the necessary form to be completed for handling the shipments.

*E M Rowalt*

E. M. Rowalt  
Acting Regional Director

*R. D. Office*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

November 4, 1942

BULLETIN NO. 21, SUPPLEMENT A

TO: PROJECT DIRECTORS

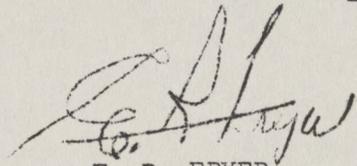
SUBJECT: DISPOSITION OF HOUSEHOLD AND PERSONAL EFFECTS, AND  
OTHER EVACUEE PROPERTY.

The following procedure will be utilized in the disposition of household and personal effects as well as other evacuee property:

1. The policy outlined in Bulletin No. 21 for the shipment of household goods and personal effects not now stored in government storage will not be changed.
2. Commercial property, i.e. property other than household and personal effects, received for storage by the Federal Reserve Bank and now under the jurisdiction of the Authority, will not be shipped to the projects. In lieu thereof, permanent warehouses will be established at key points and all such commercial property will be held therein pending other disposition.
3. Household and personal effects now in storage will be shipped to the projects only upon acknowledgment by the Project Directors of their ability to receive and dispose of this property. Shipments of such material will, in all instances, be made only in carload lots.
4. The Authority will, as rapidly as the need warrants, assume jurisdiction over evacuee property stored in Japanese churches, halls, and other similar places of private storage. That part of such property requested by the evacuees will be forwarded to the projects as outlined in previous policy statements. That property not forwarded to the projects will be placed in government warehouses to be established as outlined in sub-paragraph (2) above, and held for further disposition. Inventories will be made of all such property on which the Authority assumes jurisdiction and will be made a part of the permanent files of the Transportation Division.

5. It is understood that the policy outlined in Bulletin No. 21 will be put into effect as rapidly as possible. When such property is received in quantities larger than the project facilities will immediately accommodate, it will be held until such time as the projects advise their ability to handle.

6. Property now in private storage may be shipped direct to the project if evacuees desire so to do at their own expense.



E. R. FRYER  
Regional Director

*Requested by  
Fitzhenry*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

November 24, 1942

BULLETIN NO. 21, SUPPLEMENT B

TO: Project Directors

SUBJECT: Location of Central Receiving Warehouses for  
Shipment of Evacuee Household Goods and Personal  
Effects

Following the policy established and set forth in original  
Bulletin No. 21, together with Supplement A thereto, the warehouses  
listed below have been established as central receiving warehouses:

CALIFORNIA

Fresno : 414 "P" Street  
Long Beach : 324 East 4th Street  
Los Angeles : 119 South Central Avenue  
Sacramento : Front and "P" Streets ("P" Street Dock)  
Santa Barbara : 1025 Chapala Street  
San Francisco : 1595 Van Ness Avenue  
Stockton : 517 North Hunter Street  
Watsonville : Ford and Walker Streets

OREGON

Portland : 733 N.W. Everett Street

WASHINGTON

Seattle : 208-210 Third Avenue, South  
Toppenish : Ritchey & Gilbert Warehouse

For the proper handling of this program each project has  
been forwarded a supply of form WRA-83, which is to be used by the  
evacuees in requesting the forwarding of their property. Since the  
evacuees must arrange for the moving of their property from present  
storage to the central receiving warehouses, it must be kept in mind  
that one (1) copy of form WRA-83 must accompany property to such  
warehouse and be surrendered therewith.

Under paragraph 4 of Supplement A to Bulletin No. 21, which  
provides a procedure for direct shipment of evacuee property stored  
in Japanese churches, halls, and similar places of private storage,

the War Relocation Authority will assume responsibility for moving property directly from any such place of private storage to projects, where requests have been received from 20 or more families for shipment of their household goods and effects from such place. Such shipments must be so arranged that all property to be moved from any such warehouse may all be handled at one time. Where such warehouses are under the control and supervision of an organization or individual outside of a project it is desirable that such information be furnished the Regional Office so that a co-ordinated plan may be arranged for handling the property. In instances where access to and control of such property may be held by an evacuee it is desirable that such information, together with an inventory of the property and full details in connection therewith, be furnished the Regional Office. In every case the Regional Office should have evidence of the consent of the person having control of the warehouse to enter and remove the property. This consent should contain a provision releasing W.R.A. and its agents and employees from any liability for loss or damage arising in connection with the removal of the property.

It should be understood that only that property requested by the evacuees will be shipped from private storage warehouses. Property not shipped directly to projects from any private storage warehouse under the procedure above outlined will be left in the warehouse and control thereof returned to the individual or organization having control of the warehouse except in instances where the owners of such property have requested the movement thereof to warehouses under the jurisdiction of the War Relocation Authority.

Evacuee Property stored in the following places of private storage will be accepted at its present location under the terms above outlined:

Y.M.B.A. Hall  
12 California Street  
Salinas, California

Japanese Presbyterian Church  
118 First Street  
Watsonville, California

Gakuen Hall  
57 Union Street  
Watsonville, California

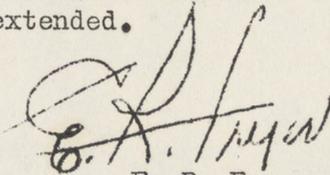
Japanese Church  
769 Tenth Street  
Oakland, California

Japanese School  
223rd Street and Alameda Boulevard  
Long Beach, California

Maryknoll School  
514 Sixteenth Avenue  
Seattle, Washington

This office realizes that it may be necessary to establish additional central receiving warehouses as well as to accept privately stored property at locations other than those shown above. In order for this program to be carried out promptly and impartially it is requested that all available information which may assist in the proper establishment of such warehouses be forwarded promptly to the Regional Office.

For economical reasons the program and policies outlined in Bulletin No. 21 and supplements thereto, offered for the handling of evacuee property, will be discontinued on January 31, 1943 unless sooner changed or extended.



E. R. Fryer  
Regional Director

*requested by  
D. Miller*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 22

September 30, 1942

TO: Regional Office Personnel  
SUBJECT: Identification Cards

The following information must be submitted to the Administrative Division for each person whose work requires that he have an official Identification Card, Form WRA-82:

1. Name
2. Title
3. Official Station
4. Age, Weight and Height
5. Color hair and eyes

It will also be necessary that you furnish a full-face photo, approximately  $1\frac{1}{4}$ " square.

*E. M. Rowalt*

E. M. ROWALT  
Acting Regional Director

*D. Miller*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 23

October 6, 1942

TO: Regional Office Personnel  
SUBJECT: Eating on Mezzanine

The Whitcomb Hotel management has requested that the practice of eating lunch on the mezzanine be discontinued. It is not known whether any employees of the War Relocation Authority have been accustomed to eating on the mezzanine, but, if so, it will be appreciated if you will comply with the management's request. No objection is made to resting and reading there.

(SIGNED)

E. M. Rowalt  
Acting Regional Director

*D. Mills*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

BULLETIN NO. 24

November 5, 1942

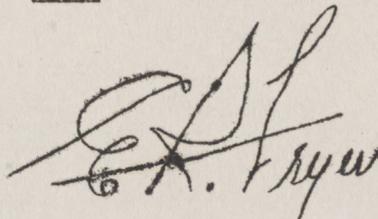
TO: Regional Staff

SUBJECT: Survey of Telephone Facilities

The Division of Central Administrative Services of OEM has reported that the capacity of its present telephone installation has been reached, and that expansion of the War Agencies served by CAS necessitates enlargement of facilities. The telephone company has agreed, provided it receives War Production Board approval, to install a switchboard with unlimited capacity. The new installation, if approved, will, however, require several months to complete and meanwhile service must be provided for expanding agencies.

To make the most efficient possible use of existing facilities, the telephone company will shortly begin a survey of the load now being carried over all extensions served by the present switchboard. This analysis may result in reducing the number of extensions allowed some offices. We hope that any such reductions will only be temporary. Your cooperation in this emergency will be appreciated.

Your attention is also called to the fact that service will be facilitated if the practice of making local office calls by number rather than by name is uniformly followed.



E. R. Fryer  
Regional Director

*Requested by  
D. Mills*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

November 9, 1942

BULLETIN NO. 25

TO: Regional Staff

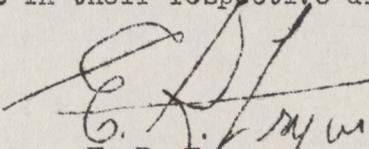
SUBJECT: Working Hours

To conform with the recommendations of the committee which has been studying the San Francisco transportation problem, the following working hours will become effective Monday, November 16, for all employees of the San Francisco office of this Authority:

Monday to Friday inclusive 8:00 A. M. to 4:45 P.M.  
(Lunch period 11:45 A.M. to 12:30 P.M.)

Saturday 8:00 A. M. to 12 noon.

Division chiefs will be responsible for the observance of prescribed hours by employees in their respective divisions.

  
E. R. Fryer  
Regional Director

*R.R.A.*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

November 9, 1942

BULLETIN NO. 26

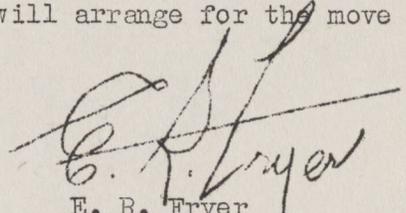
TO: Regional Office Staff  
SUBJECT: Regional Office Inventory

Starting Tuesday, November 10, a complete physical inventory will be taken by the Property Unit of all non-expendable property in the Regional Office.

Division Chiefs will designate certain individuals who should sign for property in any specific room or section.

The importance of this inventory is stressed and your cooperation will be appreciated in order that the inventory may be completed by November 15.

As of November 10 property must not be exchanged or transferred from one room to another except by the Property Unit. Whenever moves or transfers are contemplated, the Division's property custodian should call Local 200. The Property Unit will arrange for the move and adjust the property records accordingly.

  
E. R. Fryer  
Regional Director

*D. Mills*

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

*He*  
*RA*  
*C.R.*  
*Bus*

*JM*

BULLETIN NO. 27

November 19, 1942

TO: Regional Staff  
SUBJECT: Hours of Duty - Thanksgiving Day

*K*  
*J*

Teletype advice has been received to the effect that the Director has issued an Administrative Notice which reads in part as follows:

"On Thanksgiving Day, November 26, 1942, War Relocation Authority offices will close at noon. Division heads may grant a full day's absence to those of their staff who can be spared from their work."

This information has been transmitted to the projects in this region by wire.

*Duncan Mills*

Acting Regional Director

C O P Y

WAR RELOCATION AUTHORITY  
Whitcomb Hotel Building  
San Francisco, California

December 14, 1942

BULLETIN NO. 28

TO: Regional Office Staff and Project Directors  
SUBJECT: Discontinuance of San Francisco Regional Office

I. Effective date of discontinuance.

At the beginning of business on December 15, 1942, the San Francisco Regional Office of the War Relocation Authority will cease to exist as such. This is in accordance with an order of the Director.

II. Status of Regional Office Employees after December 15.

All employees of the Regional Office remaining on duty in San Francisco after December 14 will function as members of the staff of the Washington Office until they are:

- A. Transferred to the Washington Office.
- B. Transferred to a Relocation Center.
- C. Assigned to the proposed San Francisco Field Office.
- D. Transferred to another Government Agency.
- E. Terminated.

III. Administrative Relationships.

- A. All Regional Office personnel remaining in San Francisco after December 14 will report, through their Division Chiefs, to their respective functional heads in Washington. (For example: Personnel of the Employment Division will report through Mr. McEntire to Mr. Holland in Washington).
- B. Project Directors have been instructed that they will be responsible to the Director rather than to the Regional Director, effective December 15. All project correspondence formerly directed to this Regional Office will be directed to Washington, beginning on that date, except:
  1. Requests for Military travel permits.-
  2. Inquiries regarding deferred evacuees.-
  3. Correspondence regarding evacuee -  
property and possessions.

4. Requests for transportation of evacuee household goods.
  5. Correspondence regarding the procurement of subsistence supplies (until the establishment of the mess operations section in Washington.)
  6. Certain other minor matters.
- C. Beginning December 15 all correspondence from this office to the Washington Office will follow the newly established lines of administrative authority. In other words, correspondence will flow through the division chief in this office to the respective functional heads in the Washington Office. All such correspondence will, of course, be in the nature of inter-office memoranda since the personnel in San Francisco will be part of the Washington staff. Insofar as possible this office will discontinue corresponding with the projects after December 15, except on the matters listed in Paragraph III, B, 1 to 6. Letters or telegrams received in this office from projects, after December 14, which require an answer, will be forwarded to Washington for reply, if time will permit or unless the subject matter is of an extremely routine nature. Where time will not permit or where the subject of the correspondence is a matter of little consequence, the division chief concerned in this office may reply to the Project Director. This authorization should not be considered as a precedent, however, since this is a temporary arrangement subject to future instructions issued by the Director in Washington as to how his staff will function.
- D. The Office of the Regional Director will have no further formal jurisdiction over employees remaining in the Regional Office after December 14.

#### IV. Handling of Mails and Files:

- A. Shortly after December 15, the Administrative Officer will set a cut-off date after which the present procedures for handling mail and files will be discontinued. Following the cut-off date mail received in this office not pertaining to matters mentioned in Paragraph III B, 1 to 6, will be forwarded, unanswered, to Washington for attention at that point. Immediately after the cut-off date the personnel of the Mils and Files Unit will prepare the files for shipment. When this has been completed the files will be shipped to Washington, with the exception of such material as will be retained here in connection with Military permits, deferred evacuees, evacuee property, procurement of subsistence, and transportation of household goods.

(Signed) Harvey M. Goverley  
Acting Regional Director.